



Space, Missile, Command and Control

FLIGHTLINE DRIVING PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Pages: 18

Distribution: F

This instruction implements AFD 13-2, *Air Traffic Control, Airspace, and Range Management*. It establishes procedures for the operation of motor vehicles on the flightline. It assigns responsibilities and applies to all military and civilian personnel, including contractor personnel operating vehicles on the flightline at Westover Air Reserve Base.

1. Responsibilities. All commanders and division chiefs are responsible for limiting the number of vehicles and drivers given access to the airfield to a minimum required for mission essential activities. Unit commanders will ensure flightline vehicle operators have received all required training. While the Chief, Airfield Management (CAM) is responsible for the overall flightline driving program, all supervisory personnel will take action to ensure compliance with this instruction.

2. CAM. The CAM or designated representatives in Airfield Management (439 OSS/OSA) manages and implements the program through unit commanders, vehicle control officers (VCO), vehicle control noncommissioned officers (VCNCO), and supervisors. Additionally, the CAM is responsible for issuing and controlling flightline passes for temporary and recurring entry into the flightline area when approved. The CAM's designated representatives will be the only authorized agency to issue flightline passes.

3. Security Forces Squadron (SFS). SFS shares the authority to enforce this instruction.

4. Unit Commanders.

4.1. Unit commanders or representatives will designate the unit VCO/VCNCO in writing. Commanders will forward a copy of the designation letter to OSA. Commanders will ensure all VCO/VCNCOs are trained on their duties by OSA. Commanders will update the VCO/VCNCO designation letter whenever there is a change.

4.2. Ensure that their personnel operating vehicles on the flightline are qualified in all aspects of flightline driving and possess a current AF Form 483, **Certificate of Competency**, annotated to

perform the duties of “flightline driver” on the front and signed by VCO/VCNO in the instructor block on the back when training has been completed. If the driver is required to enter the Aircraft Movement Area (AMA) annotate “aircraft movement areas” on the back of the AF Form 483.

4.3. Upon suspension or revocation of unit members civilian drivers license by civil authority, the supervisor revokes the members driving authority and notifies VCO/VCNCO and CAM in writing.

5. Unit VCO/VCNCOs. Unit VCO/VCNCOs are the unit focal point for initial flightline drivers training, certification, and annual recurring driver safety and procedural training. Annual recurring training will be documented.

5.1. Unit VCO/VCNCOs will be responsible for all unit flightline driving training to include training any appointed unit instructors. Unit VCO/VCNCOs and instructors will be responsible for training all individuals assigned duties requiring driving on the flightline. Recommend the Vehicle Control Officer Checklist (Attachment 2) be incorporated into the self inspection program. They contain minimum requirements to be met and units are encouraged to add any additional items unique to their operation.

5.2. Ensure day and night familiarization, requalification, and instructor competency drives are accomplished. Accomplish initial training before new personnel drive a vehicle unsupervised on the flightline.

5.3. Attend semi-annual VCO/VCNCO meetings and special meetings as required by the CAM or the designated representatives. Pass out training materials and procedural changes to all affected personnel.

5.4. Develop and utilize a checklist and lesson plans when conducting training.

5.5. Conduct and document initial, remedial and annual retraining of all assigned flightline drivers. Maintain and document a roster of personnel training dates. VCO/VCNCOs will be provided a current roster of flightline drivers by OSA after initial training and on a yearly basis. The VCO/VCNCO will keep OSA advised of all roster changes.

5.6. Document and maintain 439 AW Form 16, **Flightline Driver Training and Certification.**

5.7. Ensure personnel demonstrate their ability to distinguish between colors red/yellow/green/white/blue. This is done by 439 Medical Squadron and will be documented on 439 AW Form 16. If individual fails color vision, the VCO/VCNCO can annotate the back of AF Form 483 and 439 AW Form 16 with “NOT AUTHORIZED IN AIRCRAFT MOVEMENT AREAS.” When the individual is required to drive in the AMA, the VCO/VCNCO may request a field test with the tower. The CAM, VCO/VCNCO and safety will be present for the field test and the individual will be given full access to the AMA upon passing the test and concurrence from the CAM, VCO/VCNCO and safety.

5.8. Ensure trainees have a valid state drivers license and are qualified to drive the appropriate type of vehicles.

5.9. Notify unit commander and OSA in writing after revoking an individuals flightline driving privileges.

5.10. Train their replacement VCO/VCNCO at least 30 days prior to replacement assuming unit VCO/VCNCO duties.

5.11. When hosting temporary duty (TDY) personnel, verify that personnel possess an AF Form 483 and administer and document local airfield familiarization training for TDY personnel.

5.12. If under 26 years of age, ensure trainee attends Driver's Safety Course conducted by Ground Safety Office prior to accomplishing flightline driver's training.

6. Authorized and Unauthorized Vehicles on the Flightline. The following types of equipment and vehicles are authorized flightline access when operated by a qualified operator:

6.1. Aerospace ground equipment (AGE).

6.2. Fueling trucks.

6.3. Emergency vehicles.

6.4. Sweepers and snow removal vehicles.

6.5. Aircraft and AGE towing equipment.

6.6. Cushman carts and bicycles must have appropriate lighting and reflectors when utilized by base assigned units.

6.7. General and special purpose vehicles or when approved by OSA.

6.8. Rental vehicles when appropriately coordinated for utilization during on base contingencies.

6.9. Use of privately owned vehicles (POV) and contractor or vendor vehicles on the flightline is discouraged and will be kept to a minimum. The CAM is the approval authority for issue of POV passes.

6.10. Any vehicle that does not fit into a category listed above or one which due to any reason would jeopardize flightline safety will not be allowed to operate on the flightline.

7 POV Passes. The commander and/or designated representative will determine if an individual requires authorization to operate a POV on the flightline and provide a list of these individuals in writing to the CAM.

7.1. OSA will be the sole agency responsible for issuing POV passes using 439AW Form 6, **Flightline Driving Pass**. OSA will keep a POV authorization log to include: name, drivers license number, organization, home phone number, type vehicle, make, color, issue and expiration dates/times, and vehicle plate number.

7.2. OSA will advise all POV operators to display the POV pass in the left front windshield of their vehicle when operating on the flightline and brief flightline driving procedures (utilizing POV flightline driving briefing checklist) to any individual obtaining a POV pass.

7.3. OSA will notify SFS with all logged information concerning each POV pass issued. SFS will stop all POV vehicles on the flightline if coordination has not been completed concerning that vehicle or the vehicle fails to correctly display the POV pass.

8. Vehicle Operation by Government Personnel. Unit VCO/VCNCOs will ensure prerequisites for continuous vehicle operation on the flightline by all personnel.

8.1. Operators will undergo Air Force qualification training before they operate a vehicle on the Westover ARB flightline. Training will be accomplished in accordance with AFI 13-213, *Airfield Management*, AFMAN 24-306, *Manual for the Wheeled Vehicle Driver*, AFOSHSTD 91-100, *Aircraft Flightline – Ground Operations And Activities*, 439 AWI 13-202, *Flightline Driving Program*, 439AW Circle Of Safety, and any applicable manufacturers instructions.

8.2. Host unit commander or representative must brief visiting personnel on Westover ARB flightline operations, procedures, and restrictions. The host unit will assist the visiting unit in developing an exact route to and from work areas which will be briefed to the CAM or his designated representative. The host unit commander will request flightline access.

9. Vehicle Operations by Contractors. Prerequisites for continuous vehicle operations on the flightline by contractors will include:

9.1. Civilian construction contractors should have provisions in their contracts that they will adhere to this instruction when driving on the Westover ARB flightline. The contracting office should give the contractor any extracts they will need.

9.2. Contractors may be granted temporary flightline driving privileges by the CAM or the designated representative after an in depth briefing by the CAM or the designated representative on flightline operations to include: restrictions, procedures, and traffic routes to be used. Whenever possible this briefing should include an initial familiarization ride for vehicle operators.

9.3. Contractors violating the flightline driving rules will be barred from operating vehicles on the flightline.

10. Vehicle Operations by Fixed Base Operator (FBO) Personnel. Civilian FBO personnel on occasion will have vehicle operations on the flightline.

10.1. Operators will be administered a written 25 question test administered by OSA.

10.2. Operators have certification letter signed and approved by civilian airport manager and CAM. This letter is to be retained by the civilian airport manager.

10.3. Operators must have a valid AF Form 483. AF Form 483 must be annotated on front "flightline driver" and signed by the civilian airport manager on the back in the instructor block when training has been completed. If the driver is required to enter AMA areas annotate "aircraft movement areas" on the back of AF Form 483.

11. Basic Flightline Rules. All vehicle operators at all times will use good judgment to preclude unsafe situations. Deviations from specific rules during emergencies, high jacking attempts, or other unforeseen circumstances may be necessary; however, vehicle operators are still responsible for safe operations. Vehicle operators observing foreign object debris (FOD) on the taxiways/runway or any other unsafe situation will report this information to the Tower, OSA, or SFS as soon as possible. Foreign objects on the taxiways/runway or other flightline areas will be removed and turned into OSA or 439 LG Quality Assurance by the vehicle operator immediately, if possible.

11.1. Passengers in or on vehicles will be provided with proper seats. They will remain seated at all times while vehicle is in motion.

11.2. Seatbelts will be used at all times. If vehicle has bench seats in a van facing sideways or buses seatbelts will only be worn if available. Cargo netting or suitable restraints must cover stepvan door opening when door is secured open

11.3. Vehicle occupants will not allow their arms and legs to hang or extend beyond the body of the vehicle.

11.4. Personnel will not mount or dismount from moving vehicles.

11.5. Cargo will be secured with ropes, chains, or chocks to prevent injury or damage. Cargo extending beyond the body of the vehicle will have a red flag attached during daylight hours and red warning lights or reflectors during night time operations.

11.6. Headlights will be used from dusk to dawn and during periods of reduced visibility.

11.7. When visibility is less than 100 feet, only emergency and alert vehicles will be operated on the flightline.

11.8. When lightning is within a five nautical mile radius of the flightline, vehicle movement is allowed (includes refuelers).

11.9. Smoking is not permitted in Government vehicles.

12. Flightline Flow Plan.

12.1. All flightline vehicle drivers will comply with the flightline flow plan.

12.2. Enter and exit restricted areas through the designated entry control points (ECP). All vehicles, except emergency vehicles responding to an emergency, will stop prior to entering the flightline, regardless of where they enter and get out and check vehicle tires for FOD.

12.3. While performing required duties, compliance with established traffic plans may not be possible. This privilege is extended to: OSA, 439 AW/CC, 439 AW/SE, and Supervisor of Flying (SOF) for all movement areas. This privilege is further extended to 439 LG/CC for respective aircraft parking areas only.

13. Speed Limits.

13.1. General purpose vehicles – 15 mph.

13.2. Special purpose vehicles – 10 mph.

13.3. Vehicles towing equipment/explosives – 10 mph.

13.4. Vehicles towing equipment in tandem – 5 mph.

13.5. Vehicle towing aircraft – 5 mph.

13.6. Vehicles within 25 feet of an aircraft – 5 mph.

13.7. Emergency vehicles may exceed the speed limits only when responding to an emergency. Use lights and sirens, however, safety and caution are of the utmost importance in responding to any emergency.

13.8. Snow removal vehicles are exempt from speed limits while performing snow removal.

13.9. Transient alert vehicles may exceed the 15 MPH speed limit to accommodate an optimum safe aircraft taxi speed.

14. Approaching Aircraft.

14.1 Moving aircraft have priority over all flightline vehicles.

14.2. At night, vehicle headlights will be turned off when a taxiing aircraft approaches a vehicle from the front; parking lights will remain on.

14.3. Vehicles will never be backed or driven within 10 feet of any aircraft, except as authorized in certain towing, loading/unloading, or servicing operations. When backing toward the aircraft preposition chocks and post a guide as a safety measure. All vehicles will approach parked

aircraft with the drivers side of the vehicle toward the aircraft. Care should be taken so that if brake failure occurs the vehicle will not strike the aircraft.

14.4. No vehicle will pass closer than 25 feet in front or to either side of an aircraft taxiing or when engines are running. The following figure describes restrictions to driving behind an aircraft about to start engines or engines at idle:

Figure 14.1. Required Vehicle Distance From Rear of Aircraft With Engines Running	
C5, E4, KC10, Boeing 747 or similar aircraft	500 feet
KC135, B52, B1, E3, C141, or similar aircraft	350 feet
F4, F15, F16, F18, A10 or similar aircraft	200 feet
Any aircraft with engines at full power	NEVER

14.5. Vehicle operators will not overtake and pass taxiing aircraft. If a vehicle approaches a taxiing aircraft, the vehicle will pull onto the taxiway shoulder and allow aircraft to pass prior to proceeding to its destination.

14.6. Vehicle operators encountering aircraft at a taxiway intersection will not cross the intersection until the aircraft is clear.

15 Parking Areas, Taxiway, and Runway Driving Procedures.

15.1. No vehicle will use the flightline area as a short cut to any point accessible by roads outside the flightline area.

15.2. Vehicles will not travel on the taxiway centerline unless they are specifically inspecting the pavement condition for discrepancies or FOD.

15.3. Vehicle operators will travel on the right hand side of the taxiway centerline in reference to the direction of travel.

15.4. Vehicle operators will travel on taxiway side of the double yellow lines. The shoulders will only be used to give aircraft the right of way and for emergency use. Additionally, shoulders will not be used as vehicle parking areas. (See Attachment 3, Unattended Vehicle Parking.)

15.5. Do not back vehicles toward an aircraft without a spotter and pre-positioned chocks.

15.6. Do not drive vehicle under the aircraft or wing unless specified in technical orders.

15.7. Do not drive vehicles between aircraft and fixed objects when there is less than a 25-foot clear zone unless there is a spotter present.

15.8. Operators will not drive the vehicle diagonally across the ramp or taxiways except when responding to emergencies or if performing airfield inspections/maintenance.

15.9. Flightline vehicle operators will not stop the vehicle on a taxiway or runway except in an emergency or when conducting airfield inspections/maintenance.

15.10. Vehicle operators who must park the vehicle on the flightline will leave the vehicle unlocked, engine off, parking brake set, and transmission in park. The operator will leave the keys in the ignition when leaving the vehicle unattended.

15.11. Operators of stalled vehicles will not leave the vehicle unattended on taxiways or runway. The operator must use the ramp net or signal another driver for assistance. In the event of an emergency the vehicle may be pushed off the paved surface.

15.12. Chocks will be used to secure all vehicles and wheeled equipment that do not have an integral braking system when they are parked and unattended on the aircraft parking ramp.

15.13. Emergency vehicles that must remain in operation at the scene of an emergency may be parked with the engine running, parking brake set, transmission in park, and rear wheels choked when drivers seat is not occupied. Do not park vehicles while positioned toward any aircraft.

16. Taxiway Entry Procedures.

16.1. All vehicle operators will obtain Tower approval prior to entering the AMA area on Westover ARB. If a vehicle is not equipped for two-way radio communications with the Tower, the operator will obtain a portable radio.

16.2. Prior to entering any taxiways, vehicle operators will establish two-way radio contact with the Tower. Operators will state call sign, position, and request.

16.3. Operators will acknowledge or confirm the Tower's instructions.

16.4. Operators will visually clear the taxiway before entering.

16.5. Operators will monitor their radio at all times while on taxiways. If you suspect your radio is not working proceed directly to OSA.

16.6. Inform the Tower when you are off the taxiways with call sign, position and intentions. The Tower will acknowledge.

16.7. Operators will not use the word "clear" in transmissions with Westover ground control.

17. Runway Entry Procedures.

17.1 Stop at hold lines on taxiway. All other areas stop at least 150 feet short of the runway pavement prior to obtaining approval to proceed. All vehicle traffic must stop at instrument hold lines during instrument flight rules conditions.

17.2. Establish two-way radio contact with the Tower. State call sign, position and request.

17.3. Acknowledge or confirm the Tower's instructions.

17.4. Visually clear runway before entering. Turn on flashers or rotating beacon prior to entering the runway.

17.5. Monitor the radio at all times while on the runway.

17.6. If you suspect your radio is not working, exit the runway as fast as safely possible and proceed directly to OSA.

17.7. If the Tower suspects lost radio contact, the Tower will turn runway light intensity up and down to notify you of lost radio contact.

17.8. Vehicles without radios must be escorted by a radio equipped vehicle or coordinate with the Tower for light gun signals.

17.9. Tower Light Signals

Figure 17.9. Tower Light Signals	
Steady Green	Proceed or Go
Steady Red	Stop
Flashing Red	Clear Active Runway/Taxiway
Flashing White	Return to Starting Point on Airport
Alternating Red and Green	General Warning Exercise Extreme Caution

17.10. Inform the Tower when off the runway with call sign, position, and intentions. The Tower will acknowledge.

18. Restricted Areas.

18.1. All operators will be familiar with the location of restricted areas on the Westover ARB flightline and how to identify a restricted area and location of all ECP (see Attachment 4, Security Restricted Areas).

18.2 Entry into restricted areas is limited to authorized personnel with the appropriate areas marked on their AF Form 1199(A), **USAF Restricted Area Badge**.

18.3 Based on mission requirements, ECPs may be moved for operational necessity.

18.4. Restricted areas and ECPs shall be pointed out during day and night familiarization rides.

19. FOD Prevention.

19.1. Vehicles will enter the aircraft parking area, taxiways or runway from hard surface roads or through the approved entrances. All drivers will ensure that no FOD hazards (i.e., rocks, pebbles, etc.) are dropped or tracked on AMA. All vehicle operators who will be operating vehicles in the AMA will ensure their equipment is FOD free prior to daily operations while performing AF Form 1800, **Operator's Inspection Guide and Trouble Report (General Purpose Vehicles)** and check periodically throughout the day.

19.2. Flightline vehicle operators will not drive off paved surfaces except in emergencies or in performance of duties. Operators driving off paved surfaces will use the shortest route possible. Prior to driving back on paved surfaces of the AMA, operators will accomplish a thorough FOD check (i.e., tires, wheel wells, etc.).

19.3. Remove FOD from the flightline whenever observed. "FOD prevention is everyone's responsibility".

19.4. Operators should attempt to remain off paved areas not maintained by base sweepers.

20. Special Driving Procedures.

20.1. During situations in which the normal operations are altered or changed on the airfield, operators should ensure they keep their situational awareness. Special areas of concern are driving during periods of increased security postures, exercises, aircraft operations and periods of inclement weather, especially snow and ice. Safety will not be compromised.

20.2. During contingencies such as exercises and increased security postures, all non-essential vehicles will remain clear of the AMA. Operators will always give right of way to any vehicles responding to base contingencies.

20.3. During snow/ice removal operations, stay well clear of equipment's path. Do not cause snow removal vehicles to divert their path.

20.4. Snow removal vehicles operate at higher speeds than other vehicles; always give these vehicles the right of way.

20.5. Visibility may be impaired when in close proximity of snow removal operations.

20.6. During periods of inclement weather and reduced visibility, consideration must be given to reducing speeds to safest extent possible.

21. Flightline Driving Certification Procedures.

21.1. Unit commanders or designated representative will submit certification letter to the CAM or designated representatives.

21.2. All information regarding personal data must be completed.

21.3. All training items must be dated and initialed by both trainee and trainer.

21.4. Unit commanders/designated representatives will sign in the appropriate signature block.

21.5. The CAM or designated representative will approve or disapprove and sign. The certification letter will be returned to the unit VCO/VCNCO, who, in turn, will retain until individual is no longer assigned

22. Distance Criteria for Mobile Obstacles.

22.1. Runway lateral clearance distance (primary surface) is measured perpendicularly from the centerline of the runway. The primary surface is defined as the ground or water centered lengthwise on the runway and extending 200 feet beyond each end of that runway. The width of the primary surface is 2000 feet for Class B runways. Ideally on Class B runways there will be no obstructions, fixed or mobile, within 1000 feet of runway centerline.

22.2. Clearance from taxiway centerline to fixed or mobile obstacles (taxiway clearance line) is 200 feet. Taxi-lanes on the East Ramp, North Ramp and Tango will be 165 feet from centerline.

23. Traffic Violations. The CAM or designated representative may suspend or revoke flightline driving privileges of individuals violating provisions of this instruction or performing unsafe acts on the airfield. The CAM will retain the violator's AF Form 483 when revoked. The CAM will notify the violator's commander in writing of the withdrawal of the individual's AF Form 483 and the facts relating to the violation. It will include name and grade of violator, the date/time and narrative of the violation and, if flightline driving privileges have been suspended, the duration of the suspension. Unit commanders will reply within five duty days on corrective actions to be taken to preclude a repeat violation. In the event of an unauthorized runway entry, supervisors and unit commanders may be required to meet with the 439 OG/CC.

23.1. Flightline vehicle operators committing a violation will have the actions listed in the following table taken against them:

Table 23.1. Violation Action		
Violation	Immediate Action	Minimum Corrective Action
Any action that endangers any Airborne aircraft, aircraft intending flight, or taxiing aircraft.	AF Form 483 will be confiscated for 30 days. CAM, VCO/VCNCO, unit/Commander will be notified.	Documented remedial training with special emphasis on area of violation. Individual meeting with CAM and unit VCO/VCNCO.

Entering tower controlled portion of AMA without Tower approval. (Runway and Taxiways)	Vehicle will be apprehended. AF Form 483 will be confiscated for 30 days. CAM, unit VCO/VCNCO and unit commander notification.	Documented remedial training with special emphasis on area of violation. Meeting with CAM and 439 OSS/CC.
Driving faster than 439 AWI 13-202 Specified speed limits on the airfield	AF Form 483 will be confiscated for 15 days.	Documented remedial training with special emphasis on area of violation. Individual meeting with CAM and unit VCO/VCNCO
Driving within 439 AWI 13-202 specified distances of parked, towed or taxiing aircraft	AF Form 483 will be confiscated for 15 days. CAM, unit VCO/VCNCO and unit commander notification.	Documented remedial training with special emphasis on area of violation. Meeting with Cam and 439 OSS/CC
Not performing FOD inspections as specified in 439 AWI 13-202	AF Form 483 will be confiscated for 15 days.	Documented remedial training with special emphasis on area of violation. Individual meeting with CAM and unit VCO/VCNCO.
Any action that is reckless or violates military and civilian driving laws	AF Form 483 will be confiscated for 30 days.	Documented remedial training with special emphasis on area of violation. Individual meeting VCO/VCNCO

Upon the suspension or revocation of base driving privileges, the installation or Support Group commander may authorize reinstatement of flightline driving privileges to perform critical mission essential duties.

23.2. Any individual who has their AF Form 483 confiscated will receive it back only with documented remedial training and CAM approval.

23.3. Any individual observing a flightline driving violation should contact OSA or the SFS.

23.4. In most cases OSA will confiscate AF Form 483 and turn it into CAM.

24. Forms Prescribed. 439 AW Form 6 and 439 AW Form 16.

MARTIN M. MAZICK, Colonel, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms***

AGE – Aerospace Ground Equipment.

Aircraft Movement Area (AMA) -- The runways, taxiways, and other areas of an airport which are utilized for taxiing, air taxiing, takeoff, and landing of aircraft, exclusive of loading ramps and parking areas (see Attachment 5, Aircraft Movement Area Map). At Westover ARB MA specific approval from and radio contact established with the Tower is required when operating in the AMA, additionally all vehicle operator requirements for flightline driving privileges must be complied with.

CAM – Chief, Airfield Management.

ECP – Entry Control Points.

Emergency Response Vehicle -- Fire trucks, alert vehicles, security police vehicles, ambulances, crash rescue vehicles, airfield management vehicle, explosive ordinance disposal vehicle, disaster preparedness vehicle, SOF vehicle, and Safety vehicle. It applies only when these vehicles are responding to an actual emergency or an approved exercise. These vehicles will follow normal flightline vehicle or airfield service routes and traffic control instructions at all times.

FBO – Fixed Base Operator.

Flightline -- The area within the flightline perimeter fence, including the AMA (runway, taxiways, and infield areas) all parking rows, parking ramps, aprons to hangars, flightline roads, and aircraft maintenance/servicing areas where aircraft may be encountered.

FOD -- Foreign Object Debris/Damage. Any form of material which may cause damage to wing assigned or transient aircraft (i.e., rocks, bolts, soda cans, wood, paper, paperclips, etc.)

General Purpose Vehicle -- A vehicle designed for moving personnel or material or for towing trailers or semi-trailers; a vehicle which will satisfy general automotive transport needs.

Government Motor Vehicle -- An item of equipment (regardless of federal supply group classification) designed for highway or land movement operation, mounted on wheels, rollers, runners, tracks, or a combination thereof.

Non-Gov -- Non-Government owned vehicle. These vehicles include POVs, contractor/vendor company vehicles, and rental vehicles leased by the government.

OSA – Base Operations.

POV -- Privately owned vehicle.

SFS – Security Forces Squadron.

SOF – Supervisor of flying.

Special Purpose Vehicle -- A vehicle designed for special requirements; this includes specially designed items such as aircraft towing tractors, fuel trucks, forklifts, bomblifts, etc.

TDY – Temporary duty.

VCO -- Vehicle Control Officer.

VCNCO -- Vehicle Control Non Commissioned Officer.

Attachment 2

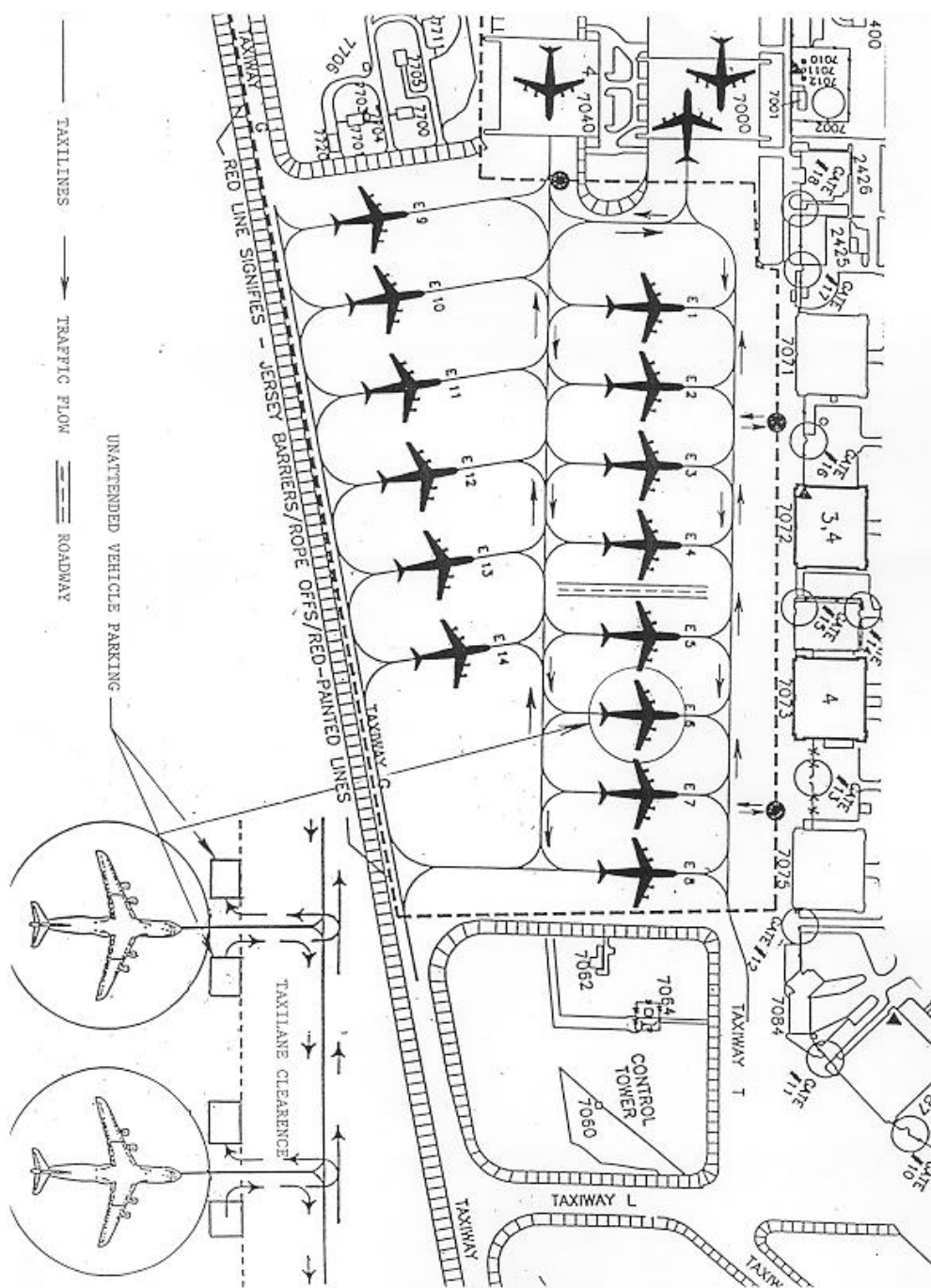
VEHICLE CONTROL OFFICER CHECKLIST

ALL PURPOSE CHECKLIST		PAGE	OF	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA VEHICLE CONTROL OFFICER CHECKLIST WESTOVER AIR RESERVE BASE MA		OPR	DATE	
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>	YES	NO	N/A
1.	HAS VEHICLE CONTROL OFFICER (VCO) BEEN TRAINED BY PREVIOUS VCO OR AIRFIELD MANAGER?			
2.	DOES THE VCO HAVE A CURRENT COPY (F 439AWI 13-202, AFI 24-301, AFI 31-204, AFMAN 24-306 CHAP 25, AFOSHSTD 91-100 PARA 6-4.G(1) AND CIRCLE OF SAFETY?			
3.	DOES VCO HAVE ON FILE DOCUMENTATION OF FLIGHTLINE DRIVING AND CERTIFICATION LETTER FOR EACH INDIVIDUAL?			
4.	IS VCO MAINTAINING PERSONNEL LISTS, RECORDS, AND FORMS FOR UNIT MEMBERS AUTHORIZED TO DRIVE ON FLIGHTLINE?			
5.	IS VCO LIMITING THE NUMBER OF INDIVIDUALS AUTHORIZED ON FLIGHTLINE?			
6.	DOES VCO HAVE PROCEDURES TO REVOKE OR SUSPEND UNIT MEMBER'S FLIGHT-LINE DRIVING PRIVILEGES FOR ANY VIOLATIONS, OR HAD THEIR CIVILIAN DRIVERS LICENSE SUSPENDED?			
7.	DOES VCO TRAINING PROGRAM PROVIDE ACTUAL FLIGHTLINE DRIVING FAMILIARIZATION TRAINING?			
8.	DOES VCO ACCOMPLISH FLIGHTLINE REFRESHER TRAINING ANNUALLY WITH UNIT MEMBERS?			
9.	IS VCO VERIFYING THAT THE UNIT MEMBER HAS A CURRENT, VALID STATE DRIVERS LICENSE?			
10.	DOES VCO HAVE PROCEDURES TO BRIEF ANY TDY PERSONNEL ON FLIGHTLINE DRIVING WHO POSSESS A VALID AF FORM 483?			

AF FORM 2519, NOV 91 (EF-V2) PREVIOUS EDITION WILL BE USED.

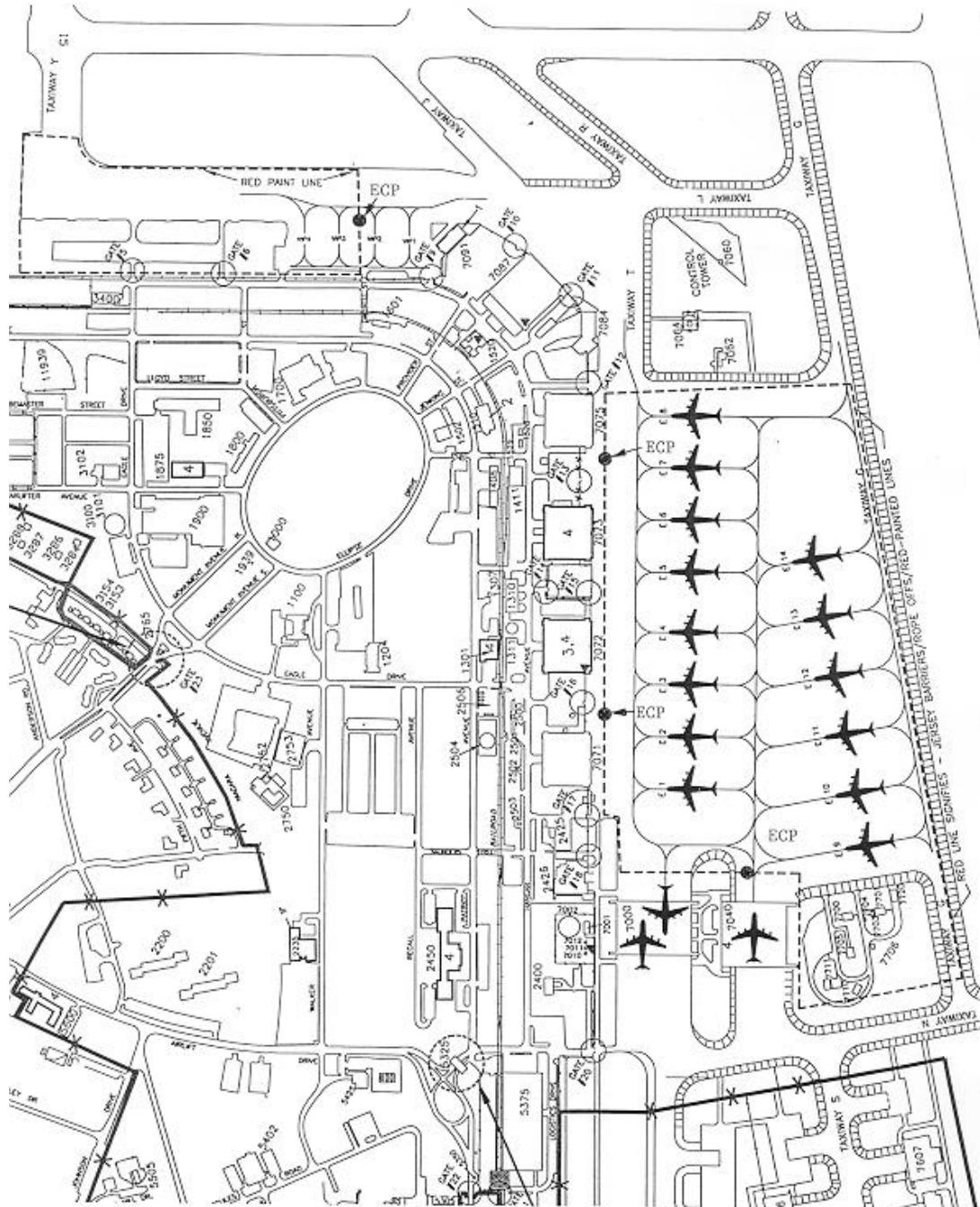
Attachment 3

UNATTENDED VEHICLE PARKING



Attachment 4

SECURITY RESTRICTED AREAS



Attachment 5

AIRCRAFT MOVEMENT AREA MAP

